for signature 2/20/25

Colchester Public Schools

Application for Approval of Field Trip

Overview : This Form must be completed by all staff to request approval of a Field Trip

Directions

1. Complete the form with all applicable documentation and submit to your Department Head (BA only) and your Administrator. The Form must be submitted at least **2 weeks prior** to the Field Trip for In-State Trips and **10 weeks prior** to the Field Trip for Out-of-State Trips.
2. If approved by your Administrator, the form must be sent to the Assistant Superintendent for approval.
3. If approved by the Assistant Superintendent, the form will be sent to the Superintendent for approval.
4. If the Trip is Out-of-State, it will be brought to the Board of Education at their next scheduled Meeting for approval and final decision.

Instructional Focus

Is this Trip directly related to curriculum? Yes (No)

Curriculum Unit :

$543.09 X 3 ORDERED

Field Trip Information

Applicant Name : Nicole St George + Meaghan Kehoe	Method of Transportation : School Bus
School : BA	Bus Service Number :
Grade(s) & Group(s) : Senior Class	Number of Students : ~150
Date(s) of Trip : May 30 2025	Number of Day(s) of Trip : 1
Event : Senior Class Trip	
Destination : Block Island RI	Phone Number : Ferry # 866-783-7996
Destination Address : Point Judith Ferry Narragansett	State : RI
Time of Departure from School : 6:15 am	Clothing / Equipment Required : dress for weather, sunscreen, etc.
Time of Arrival to School : 9:30 pm	

Student Cost Information

*Cost to Student $ 30	Suggested Student Pocket Money $

Supervision Information

1. Name : Nicole St George	Cell Phone : 734-448-5540
2. Name : Meaghan Kehoe	Cell Phone : 860-861-5935

List all Adult Chaperones: Ratio of adult chaperones to students must be at least : 1:5 for Grades K-2, 1:8 for Grades 3-5, 1:10 for Grades 6-8 and 1:15 for Grades 9-12 (1 day trips) or 1:10 (overnight trips)

TBD @ later date

Administrator Signatures

Applicant		Date 2/12/25	
Department Chair (BA Only)		Date	Approved Denied
Principal/Administrator	Amy Beane	Date 2/20/25	Approved Denied
Assistant Superintendent		Date 2/24/25	Approved Denied
Superintendent		Date 2/25/25	Approved Denied

Board of Education (if applicable)

Board of Education Meeting Date	Approved	Denied

Field Trip Instructional Plan

Field Trip Location : Block Island RI

Reference Check : Visited Site On : May 2024 OR Spoke with:

Name of Staff Completing Form : Nicole St George & Meaghan Kehoe

Grade / Group Attending : Senior Class Trip

Instructional Focus of Field Trip

Specific Curriculum Standards Addressed by Field Trip:

Assessment of Student Learning:

Trip Agenda/Activities

List/Attach entire break out of times for each day. Include travel time and all activities

Date/Time	Location	Activity
5:45	Barn	Arrive @ BA
6:15	Leave BA	
8:30	@ Ferry Dock — Pt Judith RI	
10-5pm	Block Island	Multiple checkins
7	Ferry to RI	
8pm	get on bus	
9-9:30	@ BA.	

Bus Information

Bus Reservation Date	Price of Bus(es) $

TRANSPORTATION REQUEST FORM

PLEASE USE THIS FORM TO REQUEST BUS TRANSPORTATION. ALL ORDERS BEING PAID BY COLCHESTER PUBLIC SCHOOLS MUST BE ACCOMPANIED BY A PURCHASE ORDER. CALL FOR A PRICE QUOTE. FILL IN THE FORM BELOW AND FAX IT TO OUR OFFICE AT 860-537-2625. PLEASE SIGN THE FORM AS YOUR APPROVAL TO BOOK THE TRIP AT THE QUOTED PRICE. WE WILL THEN BOOK THE BUS AND RETURN A SIGNED COPY BY AN M&J EMPLOYEE TO LET YOU KNOW WE RECEIVED THE ORDER. PRICES ARE SUBJECT TO CHANGE IF THE TIMES OR DESTINATION OF THE TRIP IS CHANGED IN ANY WAY.

BILLING TIME IS ½ HR BEFORE DEPARTURE TIME AND CONTINUES THROUGH ½ HR AFTER RETURNING TO DEPARTURE POINT.

TODAYS DATE: ~~1/3/25~~ estimate Requested 2/12/25 Confirmation of 3 buses

PERSON PLACING ORDER: M Kehoe

SCHOOL OR ORGANIZATION: Bacon Academy Class of 24

PHONE NUMBR: 860 861 5924

NUMBER OF BUSES REQUESTED: 3 — 150 students

TRIP DATE: 5/30/25 TRIP PICKUP TIME: 6 am

PICKUP LOCATION: Bacon Academy

DESTINATION: Pont Judith Ferry 304 Great Island Rd Narragansett, RI

TIME LEAVING DESTINATION: 8pm (pick up in RI)

TIME BUS WILL ARRIVE BACK AT PICK UP: 930 pm (back at bacon)

DROP-OFF / PICK-UP: ✓ OR BUS TO STAY: _____

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

***NOTE – M & J BUS INC. RESERVES THE RIGHT TO REFUSE TO DO TRIPS AS DROP-OFFS & PICK UPS BASED ON THE LOCATIONS AND TIMES.**

BASED ON THE INFORMATION ABOVE, THE COST, PER BUS, FOR THIS TRIP IS: $543.90 x 3 buses

PURCHASE ORDER #: _____ OR C.O.D. _____

M & J BUS INC. AND ITS EMPLOYEES ARE NOT RESPONSIBLE FOR ANY ITEMS LOST, STOLEN, OR LEFT ON BUS.

TO RESERVE THE BUS/ES FOR THIS TRIP, PLEASE SIGN, DATE, AND FAX BACK TO US AT 860-537-2625
IF YOU HAVE ANY QUESTIONS, PLEASE CALL GREG CORDOVA @ 860-537-2622.

SIGNATURE: [signature] DATE: 2/12/25

CONFIRMATION SIGNATURE (M & J BUS INC)

SIGNATURE: _____ DATE: _____

MEMORY TRANSMISSION REPORT

TIME	:	02-12-2025 09:43
FAX NO.1	:	
NAME	:	

FILE NO.	:	294
DATE	:	02.12 09:42
TO	:	☎ 8605372625
DOCUMENT PAGES	:	1
START TIME	:	02.12 09:42
END TIME	:	02.12 09:43
PAGES SENT	:	1
STATUS	:	OK

SUCCESSFUL TX NOTICE

01-08-'25 08:48 FROM- T-089 P0002/0002 F-263

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TODAYS DATE: ~~1/8/25~~ estimate requested 2/12/25 confirmation of 3 buses

PERSON PLACING ORDER: M Kehoe

SCHOOL OR ORGANIZATION: Bacon Academy Class of 25

PHONE NUMBR: 860 861 5924

NUMBER OF BUSES REQUESTED: 3 — 150 students

TRIP DATE: 5/30/25 TRIP PICKUP TIME: 6 am

PICKUP LOCATION: Bacon Academy

DESTINATION: Rent Adults 304 Great Island Rd Narragansett, R.I.

TIME LEAVING DESTINATION: 8pm (pick up in RI)

TIME BUS WILL ARRIVE BACK AT PICK UP: 930 pm (back at bacon)

DROP-OFF / PICK-UP: ✓ OR BUS TO STAY: _____

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SIGNATURE: _____ DATE: _____